

MELBOURNE PARISH COUNCIL

Mrs J Storer (Clerk to the Parish Council)

Tel: 07734939292

Email: [Melbourneclerk@aol.com](mailto:Melbourneclerk@aol.com)

DATE: 27<sup>th</sup> April 2014

To: The Chairman and Members of Melbourne Parish Council

Dear Councillor

You are summoned to attend the meeting of Melbourne Parish Council to be held after the Annual Meeting of the Parish on Tuesday 6<sup>th</sup> May 2014 at 7.30pm in The Lounge, Melbourne Assembly Rooms, Melbourne.

**Members are asked to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.**

Yours sincerely

Jacqui Storer  
Clerk to the Parish Council

AGENDA – ANNUAL MEETING OF THE PARISH

1. Apologies
2. Election of Chairman
3. Chairman to take and sign the Declaration of Acceptance of Office
4. Election of Vice Chairman
5. Vice Chairman to take and sign the Declaration of Acceptance of Office
6. Review of Council's and Committees' Standing Orders (Standing Order 5 viii)
7. Review of Financial Standing Orders (Standing Order 5 viii)
8. Arrangements for Committees for 2014-2015 (Standing Order 5 v-vii)
  - Review of Terms of Reference of Committees
  - Appointment of members to existing committees
9. Review of Council's subscriptions to other Bodies (Standing Order 5 xii)
  - DALC
  - Institute of Cemetery & Crematorium Management

10. Review of Council's Complaint's policy (Standing Order 5 xiii)
11. To appoint the representative to outside organisations and to agree the reporting back (Standing Order 5 ix)
12. Review of Council's policy for dealing with press/media (Standing 5 xv)  
[to be discussed during the Ordinary meeting – Agenda item 16]
13. To determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of the Full Council

## AGENDA – ORDINARY PARISH COUNCIL MEETING

### PART I – NON CONFIDENTIAL INFORMATION

- 1 To receive apologies for absence.
- 2 Variation of Order of Business
- 3 Declaration of Members Interests.

Please Note:-

- (a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken
  - (b) Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.
- 4 To grant any dispensations following declaration of interest
  5. Public Speaking – 15 Minutes
    - (a) Melbourne Assembly Rooms
    - (b) A period of not more than 3 minutes will be made available for members of the public and Members of the Council to comment on any matter.
    - (c) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.

(d) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.

6 To approve the Minutes of the Meeting held on 1st April 2014 (Copy attached)

7 To receive reports from the Committees held on 7<sup>th</sup> April 2014 (Copy attached)

Burial  
Highways  
Facilities  
Personnel

8 To determine which items if any from Part 1 of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -  
*"In view of the confidential nature of item .... to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item."*

9 Chairman's Announcements.

10 Report of the Clerk

11 Reports from representatives on outside organisations

Senior Citizens Centre	Cllr Sharp
Infant School Governors	Cllr Smith
Safer Neighbourhood	Cllr Smith
Education for Melbourne	Cllr Minifie
Festival	Cllr Carroll
Sporting Partnership	Cllr Jackson
Athenaeum	Cllr Dunnicliff
Promote Melbourne	Cllr Hicklin
Assembly Rooms	Cllr Howard and Cllr Carpenter
EMA Liaison Committee	Cllr Collyer
Donington Park Liaison Committee	Cllr Parker

12 Correspondence

1. DALC – Various Circulars
2. SDC – EMA Sustainability Report
3. DCC – Report on actions taken on reported highway matters
4. Mr Lowes – Request for funding for Scouting event
5. SDDC – Notification of Joint Meeting with Parish Councils and SDDC

– 30<sup>th</sup> April 2014

6. Mrs Bebbs – request for the Parish Council's view on planning application 9 2014 0287
7. SDDC – Information and guidance on bringing prosecutions for failing to clear dog fouling
8. BHF – notification of award of grant funding for 1 defibrillator
9. DCC – Response to the concerns, proposals and suggestions made by the Parish Council regarding the Night Street Lighting consultation
10. Alison Staley – Objection to the application for housing at Station Road

### 13 Finance

- (a) Accounts for Payment – see attached Finance sheet
- (b) To accept the accounts for the year ending 31<sup>st</sup> March 2014
- (c) To complete the Audit Return Form
- (d) Risk Assessment update
- (e) Update on the application for 2 Defibrillators

### 14 To consider Planning Applications

(i) 9 2014 0258 – The conversion and extension of existing cottage, cart shed and stable to form a holiday cottage on land at K3725 6284 Cockshut Lane, Melbourne. **CIlr Earp declared a prejudicial interest in this application, as it is made by a relative.**

(ii) 9 2014 0329 – The construction of an octagonal, timber framed roundhouse, a celtic roundhouse, 4 compost toilets, kitchen and store, creation of a pond, reinstatement of a stream and link to new pond, creation of tracks for deliveries and access and creation of parking spaces including disabled parking on field lying north of Melbourne Common, Whistlewood Common, Melbourne

(iii) 9 2014 0328 – The repair of floor in old kitchen, installation of cupboard to house gas meter and new stove in Inglenook in old kitchen, replacement of fireplace in living room and associated works to external chimney and replacement of front gate at Elms Farm, 39 Trent Lane, Kings Newton

(iv) 9 2013 0923 – The conversion of barns into 3 residential units and erection of garage block at Barns Farm, Wards Lane, Stanton by Bridge

(v) 9 2014 0342 – Removal of hornbeam and sycamore tree at Four Gables, Main Street, Kings Newton

(vi) 9 2014 0298 – The erection of an extension at 50 The woodlands, Melbourne

(vii) 9 2014 0287 – Outline application (all matters except for access to be reserved) for the residential development of 22 dwellings with associated open space and highways works on land at SK3925 1974, Station Road, Melbourne

(viii) 9 2014 0322 – Replacement of existing rear door and picture window with a three panel bi-fold door at 6 The Mews, Potter Street, Melbourne

15. Consideration of the commemoration of World War 1
16. Adoption of Communication & Media Policy
17. To consider the proposal to adopt the Grenadier Guards
18. Items for information only

## **PART II – CONFIDENTIAL INFORMATION**

**19 To move the following resolution - “That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of an employee which could result in legal proceedings) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.”**

- Burial Fee Policy
- Future of the Market Place public toilets